



CHECKLIST FOR ALCOHOL BEVERAGE APPLICATIONS

- ☐ **Original Alcohol Beverage License Application (AT-106)** - must be filed with the Licensing at least 15 days prior to a regularly scheduled City Council meeting. See application deadlines on reverse side. Please call 715-839-4923 to schedule an appointment for in person appointments.
 - Name on application must be the same as the name on your Wisconsin Sales and Use Permit that is registered with the Wisconsin Department of Revenue and the WI Dept. Financial Institutions.
- ☐ **Surrender of License form** – if applicable, this form must be completed and signed by both the current owner and the new applicant of an alcohol license.
- ☐ **Copy of Lease (if you are leasing the premises)** – A copy of your lease must be provided to show that you have full control of the premises (ss 125.04)
- ☐ **Copy of the WI Sales and Use Permit number** – This will start with a 456-xxxx...It is a 15-digit number.
- ☐ **Map of the premise** - describing where the alcohol will be served & stored.
- ☐ **Business plan** - discussing your operation, #of employees, % of food sales, etc.
- ☐ **Schedule of Appointment of Agent (AT-104)** – All corporations/organizations and limited liability companies must appoint an agent. This person must have resided in the state of Wisconsin for at least 90 days prior to the date of application. A member of the corporation, limited liability, etc. must also sign this application. **The Agent must also provide proof of completing the Bartenders Awareness course** (see below) if they have not held an alcohol license or bartender license within the last two years.
- ☐ **Auxiliary Questionnaire (AT-103)** – All individual owners, partners, corporate officers, **(including agent)** must complete this application.
- ☐ **Operator's (Bartender) License Application** – Individuals aged 18 or older may be licensed to serve and/or sell alcohol. A licensed bartender must be present and be able to see all employees serving and/or selling alcohol at all times.
- ☐ **Bartenders Awareness Course** – This course must be completed before a permanent bartender license can be issued. Complete and submit the training course online at **www.revenue.wi.gov**
- ☐ **\$40 Publication fee must be paid at the time of filing the alcohol application.** Remaining license fees and any delinquent bills with the City must be paid prior to the issue of the license.
- ☐ **Attend License Review Committee Meeting for all newly licensed premises;** may also be required for new owners of an existing licensed premise.

Date of meeting: ____/____/____ at 10:00 a.m. at City Hall 203 S. Farwell Street
Date/Time subject to change. City Attorney's office will be in contact with the applicant.
- ☐ **Date of City Council meeting:** ____/____/____ at 4:00 p.m. in City Council Chambers at City Hall
- ☐ **Uniform License Application** – In addition to the Alcohol Beverage License application, this form must be completed to apply for additional licenses such as Cabaret (music and/or dancing), Restaurant, Pool Table, etc. **Inspections must be completed by the Health department and other City departments prior to the issue of your licenses.**
 1. After the fees have been paid, the Uniform sheet will be given to the applicant to schedule inspections. **The applicant must contact the inspectors at least three days in advance to schedule these inspections.**
 2. Once all required signatures have been obtained, return the Uniform license sheet to Licensing, who will then issue license(s).
- ☐ **Wisconsin Alcohol Beverage Laws for Retailers Pamphlet (Pub. 302)** – It is your responsibility to read and understand this publication.

☐ **Questions:**

Email licensing@eauclairewi.gov

Phone: 715-839-4923

☐ **Completed paperwork and payment can be submit to:**

Paperwork: licensing@eauclairewi.gov

Payment: www.eauclairewi.gov/treasury

Mail: City of Eau Claire, PO Box 909, EC, WI 54702

Drop box: 203 S. Farwell St., EC, WI 54701

2021 APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

Council Meeting	Application Deadline By NOON	License Review Date 10:00 am
January 12, 2021	December 28, 2020	January 5, 2021
January 26, 2021	January 11, 2021	January 19, 2021
February 9, 2021	January 25, 2021	February 2, 2021
February 23, 2021	February 8, 2021	February 16, 2021
March 9, 2021	February 22, 2021	March 2, 2021
March 23, 2021	March 8, 2021	March 16, 2021
April 13, 2021	March 29, 2021	April 6, 2021
April 27, 2021	April 12, 2021	April 20, 2021
May 11, 2021	April 26, 2021	May 4, 2021
May 25, 2021	May 10, 2021	May 18, 2021
June 8, 2021	May 24, 2021	June 1, 2021
June 22, 2021	June 7, 2021	June 15, 2021
July 13, 2021	June 28, 2021	July 6, 2021
July 27, 2021	July 12, 2021	July 20, 2021
August 10, 2021	July 26, 2021	August 3, 2021
August 24, 2021	August 9, 2021	August 17, 2021
September 14, 2021	August 30, 2021	September 7, 2021
September 28, 2021	September 13, 2021	September 21, 2021
October 12, 2021	September 27, 2021	October 5, 2021
October 26, 2021	October 11, 2021	October 19, 2021
November 9, 2021	October 25, 2021	November 2, 2021
November 23, 2021	November 8, 2021	November 16, 2021
December 14, 2021	November 29, 2021	December 7, 2021
December 28, 2021	December 13, 2021	December 21, 2021